

USING GOOGLE DOCS TO STORE YOUR WEB SITE FILES

1. Go to <http://google.com> or <http://google.ca> – click on Gmail along the top of the screen, and create a new account such as yourfirstnameyourlastname@gmail.com
2. Once signed up, Go to Google Docs by clicking on “More” along the top screen, then “Documents” in the little menu that appears, then create a new folder
3. Click on Upload, then select the files to upload into the new folder
4. Be sure to select your new folder at the bottom of the upload page and deselect “Convert files”, then click on “Upload”.
5. Then go back to Google Docs
6. You should see your new folder's screen with all of your files listed.
7. Right click your cursor on your “New Folder” link in the left hand menu and select “Rename” in the little popup screen that appears – name this folder YourName_N3225Web (substitute your own first name for YourName)
8. #7 is an important step,. Since later when your site is complete you can easily share your entire folder with me so I can upload your files to my server – you will just need to “Share” by sending a message to junekaminski@gmail.com and I will be able to access your folder and retrieve your files since all files will be stored together in one folder.
9. Obviously then, you need to ensure that you put every file you need for your site in that same folder, that means every graphic, every button, every bit of extra code, every html file.
10. Upload all new files (images, etc.) that you add in each class to your folder to ensure you don't lose anything and to avoid having to scramble at the end to find items.
11. Once your site is complete at the end of the course, share your folder with me as directed in step 8. I will download your files to my computer then upload them to my server to display with the rest of the class pages.